



Kentucky Transportation Cabinet  
Division of Right of Way and Utilities  
**RECORD OF CONTACTS**

TC 62-77  
09/2005  
Page 1 of 3

County		Item No.		Parcel No.	
Program No.		Federal Project No.			
Name					
<b>BUYER'S CONTACTS</b>		<b>RELOCATION AGENTS' CONTACTS</b>			
During the course of negotiations I have:		Relo Type:		Owner	Tenant
Verified the title facts		<b>Owner occupied residential relocations</b>		<b>All relocations</b>	<b>Date</b>
Explained the acquisition and showed the plans		Offer is:	Total	Partial	Occupancy
Viewed the property with the owner or their designated contact person		Subject parcel is:		Typical size home site	Initial work sheet
		Larger than typical		Higher & Better Use	Furnished brochure
		Multi-Use		Multi-Family	Updated work sheet
Made the approved offer of \$		Is the remainder declared an uneconomic remnant?			Notice of intent
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DNA			Offer to purchase
Made an offer to purchase the uneconomic remnant		Is the remaining home site a buildable lot?			Relocation offer
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DNA			Offered adv. Asst.
Explained eligibility and procedures for claiming reimbursement of incidental expenses		<b>Total Acq</b>		<b>Partial Acq</b>	Declined
		Amount of FMV Offer			Accepted
Explained the owner's option to retain the improvement(s) for the(ir) salvage value, and the requirements for a performance bond, the removal requirements and the time allowed for removal		Acquisition Price			by:
		Date revised RHP was approved			Parcel possession
		Did owner retain dwelling?			30 Days expire
Explained closing procedures		Amount of salvage value			Moved
<b>Buyer's Signature</b>		<b>Relocation Agents' Signatures</b>			

*Note: Each written record of contact with a property owner, tenant or contact person for either of these, is to be completed within a reasonable time. Each contact is also to include the date, time, and place of meeting, the names of all individuals present, and questions asked and answers given or not given. Buyer's contacts are to summarize the issues discussed in each meeting including the amount of the offer made, counter offers, reasons a settlement could not be reached, and any other pertinent data. Relocation assistance contacts are to summarize all issues discussed including the dates and manner in which required notices are given, the amount of each benefit offered and eligibility requirements for each benefit, and document the circumstances under which a displacee does or does not qualify for potential benefits.*

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

List all individuals present \_\_\_\_\_

\_\_\_\_\_  
Agent's Signature



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Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

List all individuals present \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Agent's Signature

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\_\_\_\_\_

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List all individuals present \_\_\_\_\_

\_\_\_\_\_  
Agent's Signature

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